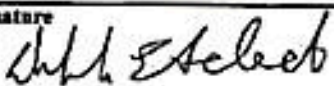
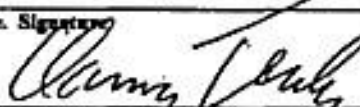


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION San Francisco, CA		2. POSITION NUMBER	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
		b. Title		c. Pay Plan	d. Series
Official Allocation				e. Grade	f. CLC
4. Supervisor's Recommendation		Environmental Protection Specialist		GS	0028 13
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Nore J. Brown		
7. ORGANIZATION (Give complete organizational breakdowns)			a. Brownfields & Site Assessment Section		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 9			g.		
c. Superfund Division			h. Employing Office Location San Francisco, CA		
d. Partnerships, Land Revitalization & Cleanup Branch			i. Organization Code 90961120/5108		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGG) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGG. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Deborah Schechter, Chief, Brownfields & Site Assessmt. Sect.			d. Typed Name and Title of Second-Level Supervisor Clarence Tenley, Assistant Director, Superfund Division		
b. Signature 		c. Date 4/29/13	e. Signature 		f. Date 4/29/13
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSD Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)		i. Classifier's Signature	
				j. Date	
11. REMARKS					

INSTRUCTIONS

I. ITEMS

- 1) **DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) **POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) **CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) **SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) **ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) **NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) **ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) **SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) **SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) **OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) **REMARKS:** To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Reassignment <input type="checkbox"/> New <input type="checkbox"/> Promotion <input type="checkbox"/> Field		3. Service <input type="checkbox"/> Active <input type="checkbox"/> Retired		4. Employing Office Location San Francisco, CA		5. Duty Station San Francisco, CA		6. Agency Position No. 0000000000	
7. For Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Exclusive Personnel <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No		10. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Professional <input type="checkbox"/> Other		11. Competitive Level Code 13	
12. Competative Level Code 13		13. Agency Use		14. Agency Use		15. Agency Use		16. Agency Use	

17. Certified/Graded by Official Title of Position Environmental Protection Specialist		Pay Plan GS		Occupational Code 028		Grade 13		Initials Date	
18. Office of Personnel Management Department, Agency or Establishment U.S. Environmental Protection Agency		19. Second Level Review		20. Third Level Review		21. Fourth Level Review		22. Fifth Level Review	
23. Recommended by Supervisor or Initiating Office Environmental Protection Specialist		24. Name of Employee (if vacant, specify) Sara Russell		25. Name of Employee (if vacant, specify)		26. Name of Employee (if vacant, specify)		27. Name of Employee (if vacant, specify)	

28. Department, Agency, or Establishment U.S. Environmental Protection Agency		29. First Subdivision Region 9		30. Second Subdivision Superfund Division		31. Third Subdivision Partnerships, Land Revitalization & Cleanup Branch		32. Fourth Subdivision Brownfields & Site Assessment Section	
33. Fifth Subdivision 90961120/5106		34. Signature of Employee (optional)		35. Signature of Employee (optional)		36. Signature of Employee (optional)		37. Signature of Employee (optional)	

38. Employee Review - This is an accurate description of the major duties and responsibilities of my position.		39. Supervisory Certification - I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.	
40. Typed Name and Title of Immediate Supervisor Debbie Schechter Section Chief		41. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Elizabeth Adams Assistant Director	

42. Signature [Signature] Date 6/24/09		43. Signature [Signature] Date 6/24/09	
44. Classification Grade and Commission. I certify that the position has been classified/graded as required by Title 5, U.S. Code, in accordance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		45. Position Classification Standards Used in Classifying/Grading Position PES for Environmental Protection Specialist, GS-0028-TS-133, 3/95.	

46. Signature [Signature] Date 7/4/09		47. Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLRA, is available from the personnel office or the U.S. Office of Personnel Management.	
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23. Position Review		Initials		Date		Initials		Date	
a. Employee (optional)									
b. Supervisor									
c. Classifier									

24. Remarks Financial Disclosure Req.	
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25. Description of Major Duties and Responsibilities (See Attached)	
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**PARTNERSHIPS, LAND REVITALIZATION & CLEANUP BRANCH
BROWNFIELDS & SITE ASSESSMENT SECTION
BROWNFIELDS PROJECT MANAGER
GS-028-13, ENVIRONMENTAL PROTECTION SPECIALIST**

INTRODUCTION:

This position is located in the Partnerships, Land Revitalization & Cleanup Branch; Brownfields & Site Assessment Section. The incumbent is responsible for promoting site cleanup in concert with property redevelopment and community revitalization. The Section Chief, Brownfields & Site Assessment Section, will be the incumbent's immediate supervisor.

The Brownfields Project Manager is part of the Brownfields team and will participate in determining the overall direction and workload priorities for the Brownfields Program. The Section Chief, Brownfields & Site Assessment Section, will provide leadership and management support to the Brownfields Team and assign projects, set priorities, and conduct performance reviews for the incumbent.

MAJOR DUTIES:

1. As a Brownfields Project Manager, the incumbent serves as an advisor, consultant, and coordinator for Brownfields assessment, cleanup, redevelopment and reuse activities. Implements new and innovative approaches to encourage the restoration, reuse, and redevelopment of contaminated property. Links federal, state, local and non-governmental activities supporting community efforts to restore and reuse Brownfields.
2. Conduct outreach and training on the Brownfields program and communicates EPA's Brownfields policies to external stakeholders. Participate in various forums that bring diverse stakeholders together to forge broad consensus and sharing of perspectives related to Brownfields. Represent the region as a speaker at prominent conferences.
3. Participate in establishment, management and implementation of annual grant review process. Perform program and legal review for grant applicant eligibility. Responsible for making eligibility determinations based on CERCLA 107 liability among other criteria. Review grant applications in accordance with EPA's brownfields grant guidances.
4. Independently manage Brownfield cooperative agreements from one or more of the Brownfield programs including; revolving loan fund, assessment, cleanup, job training, and State and Tribal Response. This requires providing technical assistance; identifying appropriate tools and resources; overseeing adherence to

federal cooperative agreement requirements, providing post-award monitoring and site visits as appropriate; and entering grant-related information into EPA databases.

5. Apply knowledge of CERCLA, and federal and state Brownfield programs and policies to analyze and formulate solutions to contaminated site responses. Advise various stakeholders in the applicability and use of Brownfield tools and grant programs to specific situations.
6. Publicize Brownfields success stories via media events, brochures, web sites, and presentations. Participate in organizing and giving presentations at regional and national Brownfields conferences. Provide information to state and municipalities for their publications and outreach forums. Update the Region 9 brownfields webpage as needed. Respond to all public inquiries in a timely manner with accurate information.
7. Represent Region 9 in national program workgroups and national policy development, including the national grant review process. Interface with EPA headquarters managers and staff to ensure regional perspectives are understood. Think strategically and creatively to help design brownfields related policy.
8. Give sound technical assistance and information to local government, non-profits, the public, and EPA staff/management regarding brownfields law, policies and initiatives. Participate in meetings with state and local agencies to provide technical and policy guidance on use of brownfields resources. Coordinate efforts to promote community health and revitalization with other offices and programs of EPA, and other federal agencies, as appropriate.
9. Other duties as assigned.

Knowledge Required by the Position FL 1-8 1550 points

- Mastery of the principles, theories, and practices of a specific field to serve as an authority in extending existing approaches and applying new developments to investigate critical problems in the specialty area or in making decisions and recommendations with significant change, interpret, or develop important public programs. Using good judgment to solve novel or obscure problems and the skill sufficient to extend and modify existing techniques; develop new approaches, and solving a variety of program problems.
- In-depth knowledge of CERCLA, and federal and state Brownfield programs, guidelines and policies to represent Region 10 and lead HQ Brownfields workgroups regarding policy and new initiatives.

- Detailed knowledge about EPA policies, regulations and guidelines and systems related to grants and cooperative agreement management.
- Strong professional knowledge of Superfund statutes, legal mechanisms under CERCLA as amended, EPA policies, guidelines and regulations.
- Expert knowledge of Federal, State, and local laws and regulations, documentation and reporting requirements, and lawmaking or rulemaking processes sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important agency/national policies and programs.
- Skill and ability in negotiating effectively with local governments, state regulators, and business interests.
- Ability to apply knowledge of CERCLA in reviewing and analyzing grant applications and assisting cooperative agreement recipients.
- Ability to properly manage grants and cooperative agreements. This includes the application of CERCLA requirements as they pertain to the assessment and cleanup of Brownfields.
- Ability to analyze and manage complex and/or controversial situations, and develop issue and option papers.
- Ability to work with a diverse group of individuals as well in a team structure and to resolve conflicts and issues.
- Ability to use tact and diplomacy when necessary.
- Ability and skill to communicate effectively, both written and orally, within EPA and to external parties with different views. Must be skilled and comfortable with public speaking.
- Ability to work independently on projects and seek guidance on issues when necessary. Demonstrates cooperation, commitment, and follow-through on all projects.

Supervisory Controls FL 2-4 450 points.

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. The employee, having developed expertise in the specialty area, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the

supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Guidelines FL 3-4 450 points

Guidelines are often inadequate in dealing with the more complex or unusual problems. Employee is required to use resourcefulness and perception, based on thoroughly experienced judgment, to deviate from or extend traditional practices, methods, and techniques; to adapt general guides; or to resolve situations where precedents are not available.

Complexity FL 4-5 325 points Assignments are of such breadth, diversity, and intensity that they involve many, varied complex features. The work requires that employee be especially versatile and innovative in adapting, modifying, or making compromises with standard guides and methods to originate new techniques or criteria. Individual assignments typically contain a combination complex features which involve distilling national goals, objectives, and priorities into regional application; or involve developing material to supplement and interpret Headquarters guidelines

Scope and Effect FL 5-5 325 points.

The purpose of the work is to resolve critical problems or to develop new approaches or methods for use by other employees. Often serving as consultant or project coordinator, the employee provides expert technical and administrative guidance and the leadership necessary to resolve matters which are very complex, controversial, or which set general precedent; involve delicate coordination or negotiation of major consequence; or which entail prominent and fundamental matters with potential for far-reaching scope or impact. Results of the efforts affect the work of other experts both within and outside the agency or the development of major aspects of agency programs.

Personal Contacts FL 6-3 60 points

Personal contacts include a variety of officials, managers, professionals or executives throughout the agency, of other agencies and outside organizations. Typical of these contacts are representatives from other Federal agencies, tribal, state and local governments, contractors, private industry, and public groups who are likely to embrace points of view and positions that differ from those of the Agency in fundamental ways. The objectives are likely to differ from program requirements and there may be elements of adversarial relationships or other obstacles overcome. This requires greater initiative and persistence in maintaining good working relationships.

Purpose of Contacts FL 7-3 120 points

Contact are for the purposes of collecting and exchanging information, providing consultation on problems, defending proposed approaches, negotiate, influence or

persuade others to adopt technical points and methods about which there are conflicts, to negotiate with agencies and contractors where there are conflicting interests and opinions among organizations or among individuals who are also experts in the field, or to justify the feasibility and desirability of work proposals to top agency officials.

Physical Demands FL 8-1 5 points

The work is primarily sedentary, although some walking, bending, lifting may be required during field work.

Work Environment FL 9-1 5 points

Work is generally performed in an office setting although some field visits may be necessary.

TOTAL POINTS - 3280

THE FOLLOWING ARE REQUIRED FOR THIS POSITION:

Basic Project Officer Training
Ethics Training
Confidential Finance Disclosure Form

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	NOVA BLAZEJ		This position has no extramural resources management responsibilities.
Position Number	PD #		Total extramural resources management duties occupy less than 25% of time.
Title	Environmental Protection Specialist	XX	Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.

Series/Grade	GS-0028-13		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	EPA, R8, SFD, Partnerships, Land Revitalization & Cleanup Branch, Brownfields & Site Assessment Section		
	90981120 / 5106		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	Date	
Personnel Specialist's Signature	Date	

Part 1: Contracts Management Duties

			Monitors management and performance of delivery orders/work assignments after award
Pre-award:			Defines scope of work for work assignments
Plans Procurements			Approves payment requests of ACH drawdowns
Estimates Costs			Manages cost-reimbursement contracts
Obtains funding commitments			Reviews invoices
Prepares procurement requests			Inspects and accepts deliverables
Writes statements of work			Other (list): Manages staff with
Reviews statements of work			COR responsibilities.
Processes unsolicited proposals			
Responds to pre-award inquiries			
Participates in pre-award conferences			Close-out:
Conducts technical evaluation of proposals			Writes reports on contractor performance, costs, and tasks performed
Participates in debriefing/protests			Reconciles payments with work performance
Other (list): Manages staff with COR responsibilities.			Closes-out payments
			Performs cost accounting
Post-award:			Provides assistance to Contracting Officer in settling claims
Prepares delivery orders			Other (list): Manages staff with COR responsibilities.
Reviews contractor work plans			
Reviews contractor progress reports			
Monitors government-furnished property			Percentage of Time Spent on Contracts Management
Monitors cost, management, and overall technical performance of contract after award		0	%

Continued

Part 2. Grants/Cooperative Agreements Duties		X	Advises Grants Management Office of potential problems/issues
Pre-application/Application:		X	Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
	Prepares solicitation for proposals		
	Identifies potential grantees for area of program emphasis	X	Approves payments requests or ACH drawdowns
	Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)	X	Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
X	Provides administrative information to applicants	X	Negotiates amendments
X	Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant	X	Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
		X	When necessary, recommends termination of the agreement
		X	Resolves with Grants Management Office administrative and financial issues
X	Assists applicant in resolving issues in application	X	Conducts periodic reviews to ensure compliance with agreement
X	For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Other (list):): Manages staff with grants project officer responsibilities.
X	Negotiates level of funding		
X	Conducts site visits to evaluate program capability		Close-out:
	Serves as resource to Selection Panel	X	Certifies deliverables were satisfactory and timely
X	Informs applicants of funding decisions	X	Provides assistance to recipients and Grants Management Office to ensure timely close-out
	Other (list):): Manages staff with grants project officer responsibilities.	X	Reconciles payment with work performed
Award:		X	Notifies recipient of close-out requirements
X	Prepares funding package, including Decision Memorandum	X	Obtains legal assistance if necessary to resolve incomplete close-out
X	Obtains concurrences/approvals	X	If project is audited, responds to issues and ensures recipient complies with audit recommendations
X	Reviews/concurs in completed document		Other (list):): Manages staff with grants project officer responsibilities.
X	Establishes project file		
	Other (list):): Manages staff with grants project officer responsibilities.		
Project Management/Administration:			
X	Monitors recipient's activities and progress		
X	Reviews reports and deliverables and notifies recipient of comments		35-50 %
X	Provides technical assistance to recipients		
Part 3. Interagency Agreements Duties			
Pre-Agreement:			Monitors cost management and overall technical performance
	Plans and negotiates work effort		Participates in decisions about project modification/termination
	Estimates costs		
	Obtains funding commitments	NA	Conducts periodic review of Superfund State
	Prepares commitment notice	NA	Contracts payments receipts (Superfund only)
	Writes or reviews scope of work		inspects and accepts deliverables
	Responds to pre-agreement inquiries		Other (list):): Manages staff with IA responsibilities.
	Participates in pre-agreement conferences		
	Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Close-out:
NA	Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reviews final report
	Performs technical evaluation of work plan and budget	NA	Decides on disbursement of equipment
	Prepares funding package and obtains necessary concurrences		Reconciles payments with work performed
	Other (list):): Manages staff with IA responsibilities.		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
			Certifies deliverables
			Resolves close-out issues with Grants Management Office/other agency
			Other (list):): Manages staff with some IA responsibilities.
Project Management/Administration:			
	Reviews progress reports/financial reports		Percentage of Time Spent on Interagency Agreements Management:
			0 %